



TRAINING OPPORTUNITY
Detrick Center for Training and Education
Excellence
Fort Detrick, MD

Course Title: Working Smarter

Dates/Hour/Location: 17 March 05, bldg 1520, 0800-1600

Course length: 1 Day

Registration Deadline: 10 March 05

Cost: \$100.00

Vendor/Address: Frederick Community College/JTA Customized
Training, 7932 Opossumtown Pike, Frederick, MD 21702

Course Overview:

Your Company Benefits When:

- ◆ Workers maximize time utilization when working individually & in groups
- ◆ Workgroups & teams can implement skills to work more efficiently
- ◆ Supervisors understand the value of employees working "smarter"

Time is of the essence in the workplace. Working Smarter instructs participants to pick up skills & techniques that enable them to reduce time wasters and move through the workday in a more efficient manner.

Results

- ◆ Identify time wasters & how to minimize them
- ◆ Develop skills in time management
- ◆ Understand dynamics of a workgroup & how to avoid pitfalls
- ◆ Learn about facilitation techniques to improve efficiency

Target Audience: All Employees

Course Manager: Tel. 301-619-7554/3360, Fax 301-619-2884 or
E-Mail: USAGDCTEE@DET.AMEDD.ARMY.MIL

How to Nominate and Apply: FAX DD Form 1556 to DCTEE (301-619-2884 or DSN 343-2884) or mail to bldg 1520 by the registration deadline. Make sure Blocks 17,19, 23, 25, 32, 33, and 34 are properly completed. Include nominee's email address and Training Coordinator's phone number and email address in Block 18. Training coordinators must add billing information in blocks 27 and 37. Do not attend unless you have received confirmation from the course manager. Although we try to accommodate all training needs, faxing a nomination to us does not guarantee a space allocation. Check with your activity Training Coordinator if you have not received confirmation two-four weeks prior to the class starting date.

NOTES:

Individuals who require special services or accommodations due to a disability should advise this office immediately (wheelchair access, interpreter, etc).